



City of Appleton

DIRECTOR OF PUBLIC WORKS

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Position Title: **PUBLIC WORKS DIRECTOR**
Department: **STREETS AND ALLEYS**
Accountable To: **CITY ADMINISTRATOR**
Status: **FLSA EXEMPT-NON-UNION**

PRIMARY OBJECTIVE OF POSITION

To plan, coordinate, and schedule personnel, materials, and equipment necessary to maintain the City's streets, alleys, parking lots, sewer systems, water system, parks, cemeteries, parks, campground, brush site, airport, and other City owned facilities in good working order and to ensure that the needs of the City are adequately met.

ESSENTIAL FUNCTIONS

Duties shall include, but not be limited to, the following areas:

Leadership and Supervision

- Schedules and assigns Streets and Alleys personnel to work areas according to City needs and establishes work priorities.
- Determines employee needs for education and training and schedules appropriate training. Ensures employees have appropriate licenses to meet the needs of the City.
- Provides on-the-job training and ensures employees use proper procedures in all tasks.
- Participates in and recommends the selection of qualified personnel for hire within the department to the office of the City Administrator.
- Directs the orientation and training of new Streets and Alleys employees.
- Continually evaluates the effectiveness of assigned personnel and work methods to ensure the desired results. Recommends and implements new work methods and training.
- Conducts effective performance reviews in accordance with established City policies; recommends salary adjustments, promotions, transfers, or terminations based upon demonstrated work performance to the office of the City Administrator.
- Develops and maintains a level of discipline and work climate in which personnel are motivated to perform to the best of their abilities.
- Demonstrates by personal example the desired standards of conduct, appearance, and work performance for all personnel.
- Maintains discipline in the department through corrective counseling, reviewing and adjusting grievances, and recommending hiring, firing, and discipline for employees to the office of the City Administrator.
- Communicates City and department policies so that each employee will have a clear understanding of such policies.
- Recognizes employee problems, promptly investigates, and recommends actions to resolve problems effectively to the office of the City Administrator.

General Responsibilities

- Plans, directs, and coordinates a comprehensive maintenance program for City streets, parking lots, sidewalks, curbs, street signs, airports, cemeteries, parks, playgrounds, sewer lines, pump stations, water systems, and other facilities to ensure cost effective and high-quality work.
- Involves supervisory personnel in planning and the daily implementation of work programs.
- Anticipates seasonal maintenance needs for plowing and other services and plans for availability of equipment, personnel, and materials.
- Operates, repairs, and maintains motor grader, street sweeper, payloaders, plow trucks and associated equipment.
- Performs maintenance on all city owned facilities including, but not limited to Municipal Liquor Store, 52 Wing/Old High School Complex and Civic Center.
- Maintains accurate records relating to the repair and maintenance of streets, sewer lines, lift stations, water systems, and other systems and equipment.
- Reviews maintenance records and existing procedures to ensure cost-effective operation.
- Maintains training, education, and licenses to effectively serve as the department director.
- Responds to service requests and complaints of citizens in a pleasant and tactful manner and resolves problems in a way which maintains respect for City government and ensures all department employees are trained in proper public conduct.
- Ensures response to emergency service calls on a 24-hour a day basis.

Budget/Planning

- Provides supporting data to justify major items in the department's budget to the office of the City Administrator.
- Recommends all department expenditures to the office of the City Administrator.
- Establishes and recommends goals for the department to ensure conformance with professional standards and established policies.
- Establishes priority for short-range and long-range projects and coordinates implementation as may be required by the office of the City Administrator.

Inspections/Safety

- Implements the safety program in the department and ensures compliance with applicable rules and regulations.
- Maintains a schedule of inspections to ensure maintenance of streets, parking lots, pump stations, sewer lines, water systems, parks, airport, and other public facilities to ensure they are in safe working order.
- Ensures subordinates are trained in safety procedures.

Equipment

- Prepares specifications for new equipment and directs the repair and maintenance of all equipment to keep it in good working order.
- Determines equipment needs of the department and makes recommendations for capital purchases to the office of the City Administrator.

Special Projects/Duties

- Keeps City Administrator informed of all matters of importance relating to Public Works.
- Provides recommendations to the City Administrator and City Council as appropriate.
- Performs other duties and assumes other responsibilities as assigned by the City Administrator.
- Attends meetings of the City Council, Planning Commission, Airport Board, and other meetings as assigned or requested by the office of the City Administrator.
- Represents the City to citizens groups, local units of government, and other organizations as required by the office of the City Administrator.

WATER & WASTEWATER

- Maintain the sanitary sewer system; operate, inspect, troubleshoot, and maintain lift stations and the City Wastewater Treatment Plant.
- Maintain the water system: wells, water tower, fire hydrants, water mains, water meters and the City Water Treatment Facility.
- Assist in monthly utility customer meter reading.
- Prepare all required water and wastewater reports, which include but are not limited to monthly MN Department of Health, monthly and quarterly MPCA reports, DNR annual water usage reports and monthly MPCA reports.

PARKS, CAMPGROUND, BRUSH SITE & CEMETERY

- Oversees the maintenance for City Parks, Campground, Brush Site and Cemetery.
- Marks appropriate graves for digging and burials.
- Determines seasonal opening and closing of parks & campground.
- Assist in marking reserved sites at campground.
- Monitor brush site for proper use and inform administration when items need to be disposed of (i.e. white goods and concrete).
- Maintains brush pile and burns when needed and when conditions are safe for burning.
- Maintenance/repair of play structures at city parks.
- Maintains hygiene standards for bathrooms at campground and parks, empty the game cleanings from the game cleaning shack at the campground during weekend rounds.
- Prepares and marks the cemetery for winter to ensure graves can be located during winter months.

STREETS & ALLEYS

- Maintains streets by removing worn or damaged sections, preparing sections for resurfacing, applying surfacing materials, leveling and rolling to ensure proper compaction and grade.
- Plows and hauls snow; assists with ice control; secures and maintains adequate levels of sand & salt.
- Maintain a street sweeping schedule and assist in street sweeping pursuant to established Policy or as directed by the office of the City Administrator.
- Ensure that catch basins are kept clear of debris.
- Maintenance of alleys (i.e. fill in potholes), tree pruning, plow and remove snow during winter months.
- Determine the need for tree pruning and direct personnel and equipment to complete the task as required or as directed by the office of the City Administrator.
- Performs spraying for insects and weeds as needed or as directed by the office of the City Administrator.

- Determines the dates for seasonal pick up of leaves, branches, and other debris.

AQUATIC CENTER

- Oversees maintenance of the Appleton Aquatic Center.
- Ensures facility meets all local, state, and federal regulations for operation.
- Prepares facility to open and ensures proper closing and weatherization.
- Serves as contact for pool staff needs during operational hours.
- Responsible for ensuring all water testing is completed, training pool staff on daily monitoring, and submitting testing results when required.

AIRPORT

- Ensures snow removal at the Appleton Municipal Airport is completed.
- Assists the Airport Manager in projects as directed by the office of the City Administrator.
- Maintains shared equipment and keeps an up to date log on the maintenance needs for shared equipment.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Significant experience operating and maintaining heavy and light equipment.
- Ability to work outdoors in all weather conditions doing heavy manual work.
- Ability to work in controlled hazardous environments, including work with chemicals and confined space.
- Ability to work a varied schedule based on weather conditions and the needs of the City.
- Ability to read, write, and speak English.

REQUIRED QUALIFICATIONS

- 6 or more years of experience as a general laborer in one or more public works areas.
- 3 years in supervisory capacity with responsibility for multiple public works areas.
- Valid Class B Minnesota Driver's License with Air Brake Endorsement.
- Level A Wastewater Operator License or a Level B License with the ability to achieve a Level A Licensure within 1 - 2 years.
- Level C Water Operator License or a Level D License with the ability to achieve a Level C Licensure within 1 - 2 years.

RESPONSIBILITY FOR WORK OF OTHERS

Direct supervision over:

- Unionized Streets and Alleys Employees
- Unionized Wastewater Technician
- Parks, Temporary, and other Seasonal Employees
- Directs Independent Snow Plowing and Hauling Contractors